



DEFENSE FINANCE AND ACCOUNTING SERVICE

P.O. BOX 182317
COLUMBUS, OHIO 43218-2317

DFAS-CO/PTBF

September 8, 2005

MEMORANDUM FOR Defense Agency Civilians and All Customers Normally Serviced by Columbus Travel and Their Family Members – Hurricane Katrina Evacuations

SUBJECT: Travel Payment Support for Evacuation/Relocation in CONUS

DFAS Columbus Travel will provide finance support for you and your family for ordered travel evacuation relocation allowances. We know that this is a very difficult period for you, and, therefore, want to do everything we can to ensure that you receive prompt financial assistance while you are temporarily relocated within the United States.

You may have already been paid an advance of travel (Special Allowance per Sec. 550.405 JTR Appendix I Part B) to defray the initial cost of lodging, meals, and miscellaneous expenses. If this is not the case, our office can provide the travel advance and follow-on support in the form of additional payments and final settlement, when the evacuation is completed.

Enclosure 1 is an information verification sheet that you may fill out and return to us as soon as possible. Per diem entitlements will be determined in accordance with the paragraph above and/or as directed by your order approving official. Enclosure 2 is an allowance computation worksheet. You will need to insert the appropriate locality per diem rate for the safe haven location. At Enclosure 3 are instructions and sample vouchers for filing monthly accruals. Also included is a blank DD Form 1351-2 and a sample order. Due to mailing restrictions in the hurricane-affected areas, payment by EFT is preferred. At enclosure 4 is a DD Form 2762 Direct Deposit Authorization for completion.

Please do not hesitate to contact us if you need any information and/or assistance. You can reach us by writing or calling to the following address or phone number:

DFAS-CO, Travel Pay Services
BLDG. 21, ATTN: PTBFA
PO Box 369015
Columbus, OH 43236-9015
(800) 756-4571, Option 4 or DSN 869-6331

For additional assistance you may contact our primary point(s) of contact:

Terri Loper at 614-693-0810, or @ Terri.Loper@dfas.mil

Alternate: Marty Montgomery at 614-693-0876, or Marty.Montgomery@dfas.mil

Chris Mattingly
Deputy Director
Travel Operations DFAS/CO

Enclosures
As stated